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Approved For Release 2001/09/03 : CIA-RDP78-05941A000100040070-2

26 JUL 1971

MEMORANDUM FOR: Acting Deputy Director for Support

SUBJECT: Office of Personnel Report - Week Ending 23 July 1971

1. Project UPWARD #3: We have started to recruit 10 to 12 disadvantaged clerical applicants. We plan to provide them with sufficient training to permit their assignment to lower-graded Agency clerical positions. Seventeen applicants were interviewed last week. Of this group, five were furnished application forms and scheduled for medical examinations. We will continue our recruitment efforts until we reach our goal.

25X1A 2. Coding: [REDACTED] met with Chief Human Resources System/SIPS, OCS representatives, and interested OP officers last week to discuss and resolve questions on the nomenclature and coding of personnel actions.

3. Position Classification:

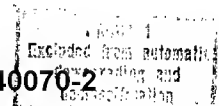
a. Meetings were held with Office of Communications officials to develop organizational structure and position grade patterns for computer analyst/programmer operations in the Office of Communications.

A Staffing Complement change was issued covering 13 computer analyst/programmer positions.

b. The classification survey of the Imagery Exploitation Group began last week.

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5. Employee Activity Association: Tickets for Redskins pre-season games will go on sale 3 August at the EAA Ticket Counter in the North Cafeteria Concourse. The three pre-season games, listed below, will be handled on a regular basis. Members will be permitted to purchase two tickets per exhibition game on a first come--first served basis. The price is \$7.00 per ticket.

21 August	St. Louis Cardinals
28 August	Baltimore Colts
11 September	Cincinnati Bengals

6. Discussion with Mr. Fred Wyatt to Determine his Availability as Speaker at Fall Retirement Information Seminar: Several weeks ago we began preliminary planning for our annual Retirement Information Seminar which is tentatively planned for the latter part of October 1971.

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We have been in touch with Mr. Fred Wyatt, Management Consultant, who has been one of our most dynamic guest speakers at previous seminars. Mr. Wyatt was in Washington this past week to attend a seminar (National Alumni Association) and met with [REDACTED] of Retirement Affairs Division, on 22 July where he confirmed his availability.

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7. Summer Interns: The briefing schedule for Summer Interns is attached.

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/s/Harry B. Fisher

Harry B. Fisher  
Director of Personnel

Att

Distribution:

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- 1 - IG
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OD/Pers [REDACTED] djp (26 Jul 71)

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16 July 1971

1971 SUMMER INTERN BRIEFINGS

1. Wednesday, 21 July, 1971

- (a) 11:15 a.m., Room 5E56, Hqtrs.  
Mr. Harry B. Fisher, Director of Personnel  
(b) 1:00 p.m., Room 5E62 Hqtrs.  
Administrative Briefing  
[REDACTED] Office of Personnel

STATINTL

2. Thursday, 29 July 1971

- 3:00 p.m., 7E44, Hqtrs.  
Mr. Edward W. Proctor, Deputy Director for Intelligence

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3. Tuesday, 3 August, 1971

- 2:30 p.m., Room 7E62, Hqtrs.  
[REDACTED] Office of National Estimates

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4. Friday, 6 August, 1971

- 9:00 a.m., Room 6N217, [REDACTED] 25X1A  
[REDACTED] Training Officer, National  
Photographic Interpretation Center  
(Interns at Hqtrs take special limousine from Main  
Entrance at 8:20 a.m. for [REDACTED] Interns at  
Key and Magazine Buildings drive with [REDACTED]  
from Magazine at 8:30 a.m. Meet at Magazine entrance).

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5. Tuesday, 10 August 1971

- 9:30 a.m., Room 1A-07 Hqtrs.  
[REDACTED] Office of Training.  
General Briefing on CIA and the U.S. Intelligence  
Community. (Also for Co-op Students)

STATINTL

6. Monday, 16 August 1971

- 2:00 p.m., Room 7F33, Hqtrs  
[REDACTED], Deputy Director, Office of Current  
Intelligence

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Schedule of final meetings with  
the Director of Personnel and  
the Deputy Director for Intelligence  
will be issued later.